



Foreign Affairs Manual

6 FAM – General Services

Change Transmittal: GS-160

Date: September 24, 2009

6 FAM 520 PRINCIPAL OFFICER RESPONSIBILITIES

6 FAM 530 OPERATING POLICIES

6 FAM 550 REPORTING REQUIREMENTS

Changes

1. **6 FAM 520, Principal Officer Responsibilities:** this subchapter is revised to reflect principal officer responsibilities with regard to employee associations.
2. **6 FAM 530, Operating Policies:** this subchapter is revised to reflect operating policies with regard to employee associations.
3. **6 FAM 550, Reporting Requirements:** this subchapter is revised to reflect reporting requirements with regard to employee associations.
4. **Change transmittal** has replaced the term, transmittal letter. Change transmittal was selected as being more appropriate in this age of electronic information transmission.
5. Revisions since the last update appear in *italic* and *dark magenta*. Other than formal titles, the italic and dark magenta will be removed the next time the material is updated. Only current changes will appear in italic and dark magenta. Italic and dark magenta provide an historical record of changes.

6. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 6 FAM 520 (CT:GS-155, 03-13-2007; 4 pages) and replace it with revised subchapter 6 FAM 520 (5 pages).
2. Remove and discard old subchapter 6 FAM 530 (CT:GS-154, 03-09-2007; 7 pages) and replace it with revised subchapter 6 FAM 530 (7 pages).
3. Remove and discard old subchapter 6 FAM 550 (CT:GS-153, 02-20-2007; 5 pages) and replace it with revised subchapter 6 FAM 550 (5 pages).
4. After inserting the material in the binder, insert this change transmittal immediately following the CT (formerly TL) checklist, then fill in the entry line for CT:GS-160, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.

(A/OPR/CR)